



SECTION 4

GENERAL LAND PLAN

- General Land Plan Information
- Flow Chart: General Land Plan Process
- General Land Plan Application
- General Land Plan Checklist



GENERAL LAND PLAN

Introduction

A general land plan is required for any tract of land over fifty (50) acres in size proposed for residential use or any parcel proposed for nonresidential use over thirty (30) acres. If staff determines that an area less than fifty (50) acres contains unique features or is surrounded by existing or proposed subdivisions with potential limited access, a general land plan may be required to be reviewed prior to the preliminary or final plat submittal.

The purpose of the general land plan is to allow the Commission and City Council to review the proposed major thoroughfare and collector street patterns, land use, environmental issues, conformance to the comprehensive plan, and the property's relationship to adjoining subdivisions or properties. As part of a general land plan submittal, a traffic impact analysis, drainage analysis, and conceptual utility layout are required. Engineering and Public Works staff will review these analyses for compliance with the City's Master Plans and Development Code. Any general land plan involving a change to a proposed corridor in the City's Master Thoroughfare Plan must be preceded by submission and approval of a traffic impact analysis if required by the administrative officer.

The general land plan shall be submitted for review and recommendation to the Parks and Recreation Director for conformance with park land dedication requirements prior to the recommendation of the general land plan by the Commission. Substantial changes to the general land plan which may affect the park dedication requirements and park location shall be resubmitted to the Parks and Recreation Director.

The submittal of the land plan shall be accompanied by the completed application as specified by the city. The submittal fees must accompany the application.

General Land Plan Process

When a general land plan application is submitted, staff will review the request and send comments to the applicant on the third Friday after the request was submitted. However, due to the detail contained in general land plan applications, additional review time may be needed. The applicant may be directed to resubmit the corrected materials and/ or additional materials for the Planning and Zoning Commission (P&Z) and City Council, and staff will review them for clearance.

The request will be presented by staff with a recommendation at a P&Z meeting. P&Z will hold consideration and action and make a recommendation to City Council. Once the Commission makes a recommendation, the general land plan will be placed on a City Council agenda. The City Council will either approve or deny the proposed general land plan request.

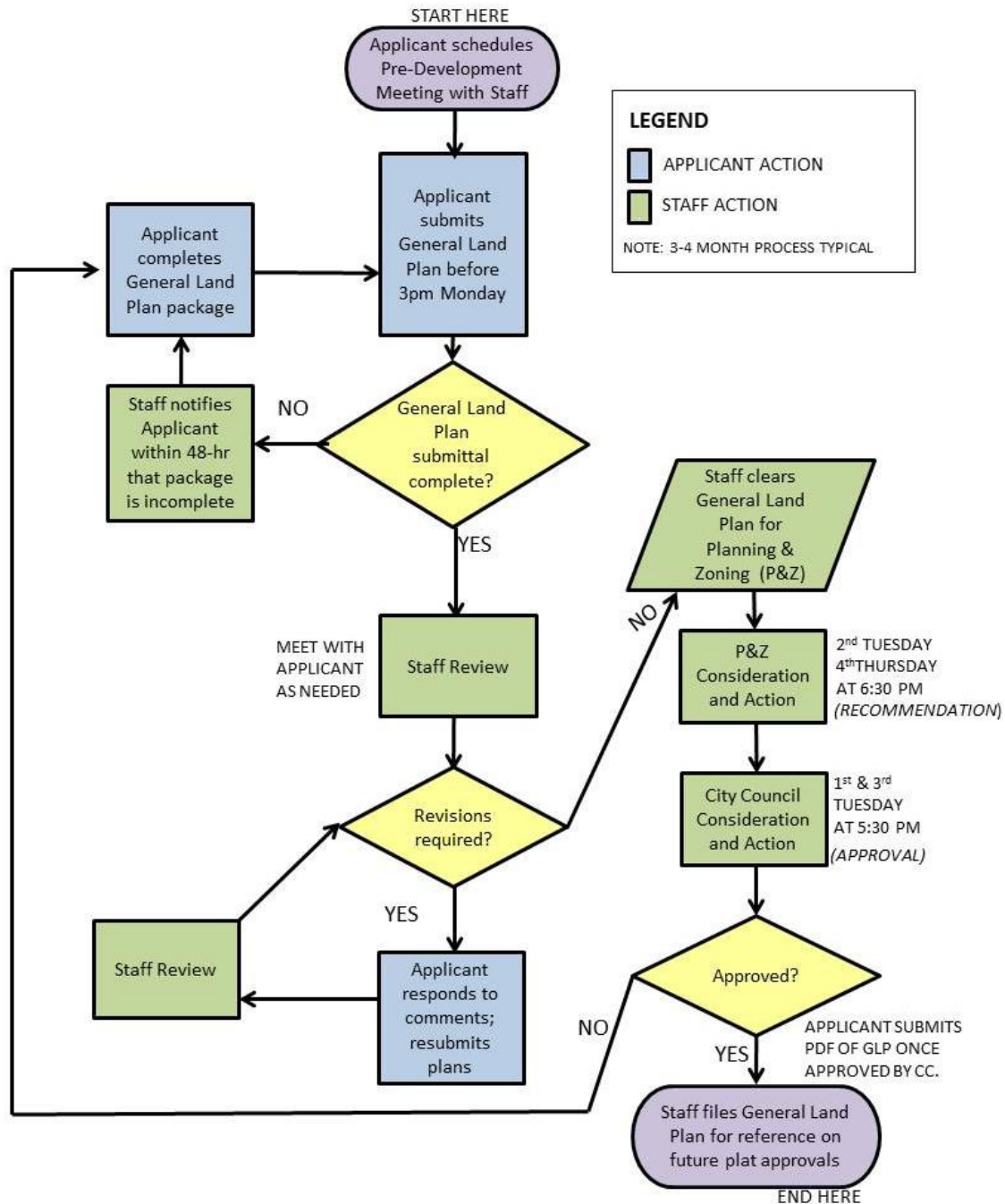
Major Amendment and Minor Amendment

A general land plan major amendment typically consists of a change in configuration of streets that substantially alters the circulation of vehicles, and/or major changes to land use. A general land plan minor amendment typically consists of small adjustments to streets or land use. It is at the Director's discretion if the general land plan is considered a major or minor amendment based on the information submitted. The general land plan amendment approval process is the same as the general land plan process which includes a consideration and action by P&Z and a review at City Council. However, due to the detail contained in the general land plan amendment application, additional review time may be needed.



FLOW CHART: GENERAL LAND PLAN PROCESS

REVIEW AND APPROVAL PROCESS





GENERAL LAND PLAN APPLICATION

FOR OFFICE USE

(Rev. 01/02/19)

Accounting Code: PF

2019 Fee: See below

Fee Required _____

Case No. _____ - _____

**Return Your Submittal Monday from 8:00am – 3:00pm To Development Planning (Attn: Development Review Coordinator)
Sugar Land City Hall, 2700 Town Center Blvd. North, Sugar Land, TX 77479, Phone#: (281) 275-2218**

Please contact Development Planning staff to discuss your proposal prior to submitting a General Land Plan application.

General Land Plan Submittal Requirements

Applications submitted without the following items will not be routed for review

All materials must be submitted only digitally via USB or CD with the following items:

- Copy of the Completed Application (digital and paper version)
- Submittal Fee
- Copy of General Land Plan or Planned Unit Development submittal
- Copy of a Traffic Impact Analysis (Contact Engineering Dept. at 281-275-2870 to determine necessity)
- Information on parkland if residential acreage is included
- A set of conceptual service plans (one-lines) for water, wastewater and drainage showing coordination with the City's master plans.
- Written information regarding fire service if in the extraterritorial jurisdiction.
- If the applicant is submitting a revised General Land Plan, include a copy of the previously approved General Land Plan as well.

ALL FIELDS MUST BE COMPLETED.

PROJECT NAME _____

Submittal Type & Fee	<input type="checkbox"/> General Land Plan \$2,665.25 + \$10.50/acre or fraction (max. \$3,500)	<input type="checkbox"/> General Land Plan Major Amendment \$1,722.55 + \$10.50/acre or fraction (max. \$3,500)	<input type="checkbox"/> General Land Plan Minor Amendment \$699.50
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Project Location: ☐ City Limits (Zoning: _____) ☐ ETJ

Property Acreage _____ Legal/ Location Description _____

Types of Uses	<input type="checkbox"/> Single-Family Residential	<input type="checkbox"/> Commercial/ Industrial	<input type="checkbox"/> Planned Development
	<input type="checkbox"/> Multi-Family Residential	<input type="checkbox"/> Business/ Office	

CONTACT INFORMATION

Project Representative:

Contact Person _____

Company _____

Address _____

Phone _____ Email _____

This is to certify that the information on this form is COMPLETE, TRUE and CORRECT and the undersigned is authorized to make this application. I understand that this application will expire one year from the date of submittal if the Planning Department has not received a revised submittal.

X _____

Project Representative's Signature

Date

Property Owner (Please Note – the current Property Owner’s Information Must be provided):

Name _____

Address _____

Phone _____ Email _____

Property Owner’s Authorization (May be submitted under separate cover on company letterhead):

*I am the owner of the property for which this application is being made. I authorize
_____ (Project Representative) to submit this application
and to correspond with the City of Sugar Land regarding this application on my behalf.*

X _____
Property Owner’s Signature (Required) Date

Traffic Impact Analysis (TIA) Threshold Worksheet

Complete this form as an aid to determine if your project requires a Traffic Impact Analysis.

Project Name: _____

Location: _____

Applicant/Contact: _____

Contact Phone Number: _____ Contact Email: _____

Application Type (check one):

_____ Zoning (CUP/PD) _____ Site Plan _____ Plat _____ Other: _____

Anticipated Land Use	Units*	ITE Code	ITE Trip Rates / Trips Generated			
			Daily Total	AM Peak Hour	PM Peak Hour	Weekend Peak Hour
			/	/	/	/
			/	/	/	/
			/	/	/	/

* Units should be based on what is used for the trip generation rate (ie. Gross Floor Area, Acreage, etc), be sure to specify in the box.

All Trips generated should be based on the latest edition of the ITE Trip Generation Manual.

All thresholds to determine when a TIA is necessary are contained in the City of Sugar Land's **Traffic Impact Analysis Guidelines** which is available on the City website www.sugarlandtx.gov. Go to the Engineering Department then click on Design Standard

Applicant's Signature: _____

Date: _____



General Land Plan Checklist

General Land Plan Name:		Reviewer:
<input type="checkbox"/> New GLP	<input type="checkbox"/> GLP Amendment	
<input type="checkbox"/> In COSL	Zoning District:	<input type="checkbox"/> In ETJ

Submittal Requirements – The following shall be included with the Plat submittal:

- ☐ Copy of the completed application (digital and paper version)
- ☐ Submittal fee
- ☐ Copy of the general land plan 24" x 36"
- ☐ PDF copy of general land plan
- ☐ Traffic Impact Analysis (Contact Engineering Dept. at 281-275-2870 to determine necessity)
- ☐ Conceptual service plans (one-lines) for water, wastewater and drainage showing coordination with the City's master plans.
- ☐ Written information regarding fire service if in the extraterritorial jurisdiction.
- ☐ Parks calculations showing that City park requirements are being met (applies to residential only)
- ☐ If the applicant is submitting a revised general land plan, a copy of the previously approved general land plan must be submitted, as well.

Graphic Requirements – The following items shall be shown on the face of the General Land Plan:

Complete		Items Required on General Land Plan
1.	<input type="checkbox"/>	All information provided is legible and easily read. Plan shall be drawn to such scale as needed to be easily read. A scale shall be shown on the plan.
2.	<input type="checkbox"/>	Title block in the lower right-hand corner with the following elements: <input type="checkbox"/> Name of Development <input type="checkbox"/> Name and address of owner/ developer (Design firm) <input type="checkbox"/> Name and address of design firm (land planner/engineer) <input type="checkbox"/> Date <input type="checkbox"/> Type of amendment (if applicable)
3.	<input type="checkbox"/>	North Arrow, and other pertinent data oriented to the top of the sheet
4.	<input type="checkbox"/>	Scale – 1":10', 1":20', 1":30', 1":40', 1":50', 1":60', 1":100' or as approved by the Director
5.	<input type="checkbox"/>	Vicinity map located in the upper right-hand corner of the sheet (delineates the location of the proposed site with respect to major thoroughfares, freeways, watercourses and ditches)
6.	<input type="checkbox"/>	The legal description of the tract according to the abstract and survey records of Fort Bend County, Texas (A metes and bounds description is not necessary).
7.	<input type="checkbox"/>	The perimeter of the boundary shall be drawn in bold solid line.
8.	<input type="checkbox"/>	The following within the property boundary are shown and labeled, when applicable: <input type="checkbox"/> Sugar Land City Limits <input type="checkbox"/> ETJ Limits (Sugar Land & others) <input type="checkbox"/> Abstract lines <input type="checkbox"/> Survey lines <input type="checkbox"/> Existing or proposed highways and streets <input type="checkbox"/> 100-year flood plain according to Federal Emergency Management Agency information <input type="checkbox"/> Watercourses/ditches <input type="checkbox"/> Railroad ROWs <input type="checkbox"/> The estimating phasing of development or the order of platting (if multiple phases) <input type="checkbox"/> All applicable jurisdictional and district boundaries such as Municipal Utility Districts (MUDs), Levee Improvement District (LIDs), airport zones, and special districts.
9.	<input type="checkbox"/>	The name and location of the following if within 200 feet of the plat boundary (drawn to the same scale and shown in dotted lines): <input type="checkbox"/> The location, width, and names of all existing or platted streets or other public right-of way within 200 feet of the tract. <input type="checkbox"/> Corporate city limits (Sugar Land & others) <input type="checkbox"/> ETJ Limits (Sugar Land & others) <input type="checkbox"/> Abstract lines <input type="checkbox"/> Survey Lines <input type="checkbox"/> 100-year flood plain according to Federal Emergency Management Agency information <input type="checkbox"/> Watercourses/ditches <input type="checkbox"/> Railroad ROWs
11.	<input type="checkbox"/>	A general arrangement of land use areas, including residential tracts, multi-family tracts, commercial development, private open space, flood plains, drainage, and any public tracts (if public tracts are included) shown in standard/ conventional colors for the land use in compliance with the Future Land Use Plan.
12.	<input type="checkbox"/>	Major streets in compliance with: <input type="checkbox"/> Master Thoroughfare Plan <input type="checkbox"/> Transportation Impact Analysis (TIA)
13.	<input type="checkbox"/>	A conceptual plan or information showing the general order in which the tract is planned to be developed.
14.	<input type="checkbox"/>	A summary with acreage for each land use type

Disclaimer: General land plans are required to comply with all applicable Development Code & Design Standard regulations regardless of whether said regulations are found on this checklist.